



Texas Tech University Health Sciences Center
Finance & Administration

Cardinal Health Purchases

Purchasing clinical supplies from Cardinal Health requires prior approval and set-up from the Purchasing office. To gain access to Cardinal Health, you must already have access to TechBuy. If you do not have access to TechBuy, please review the TechBuy Registration chapter. After verifying that you have access to TechBuy, please complete the Cardinal Health Form located at http://www.fiscal.ttuhscc.edu/downloads/Cardinal_Health_Form.docx. You must also complete the form if you need access to an additional Cardinal Account Code. The fund approver or fund manager should email the form to purchasing@ttuhscc.edu. The information will be sent to the Cardinal Health representative and that representative may contact you if they need additional information. If you need access to Cardinal Health pharmaceutical supplies, please contact Lee Easterday.

Once the Purchasing department confirms that you have access to shop at Cardinal Health, you must update your TechBuy profile with the Cardinal Account Code prior to shopping. This chapter will walk through updating your **User Profile** and punching out to the Cardinal Health website within TechBuy.

Updating the User Profile

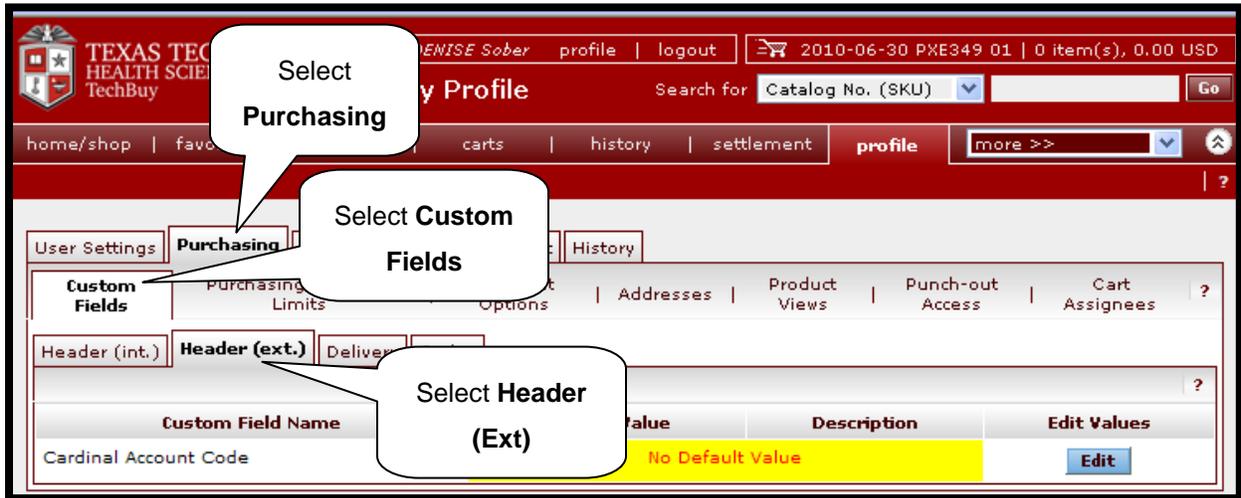
Cardinal Health assigns each person an account code within their system. This code is tied to a Fund, Organization and Program combination and will be used to bill all items purchased. The code is also assigned to an address where Cardinal Health will ship all purchased products. This code must be added to all Cardinal Health orders in TechBuy or the order will fail. This section will walk through the steps to add this information to your User Profile so that it will automatically populate in your cart.

Please refer to the TechBuy User Profile chapter for additional information and fields that should be added to your profile.

Select **Profile** from the top left corner of the screen.

The screenshot displays the TechBuy interface for Texas Tech University Health Sciences Center. At the top, the user is identified as DENISE Sober, with links for 'profile' and 'logout'. The page title is 'Home/Shop' and the search bar is set to 'Catalog No. (SKU)'. A navigation bar contains links for 'home/shop', 'favorites', 'forms', 'story', 'settlement', 'profile', and 'more >>'. A callout box highlights the 'profile' link with the instruction 'Select Profile'. Below the navigation bar is a 'Shop' section with a search bar and a 'Go' button. The main content area is divided into a 'WELCOME TO TECHBUY!' sidebar with contact information and an 'Action Items' section, and a 'Showcased Suppliers' grid featuring logos for Agilent Technologies, American Type Culture Collection, Applied Biosystems, Beckman Coulter, Bio-Rad, Cell Signaling, Chemglass Life Sciences, Clontech, Cole-Parmer, EMD, GE Healthcare, SEKAUER, New England Biolabs, Promega Lab Supplies, Qiagen, Roche, and Worthington Biochemical Corp.

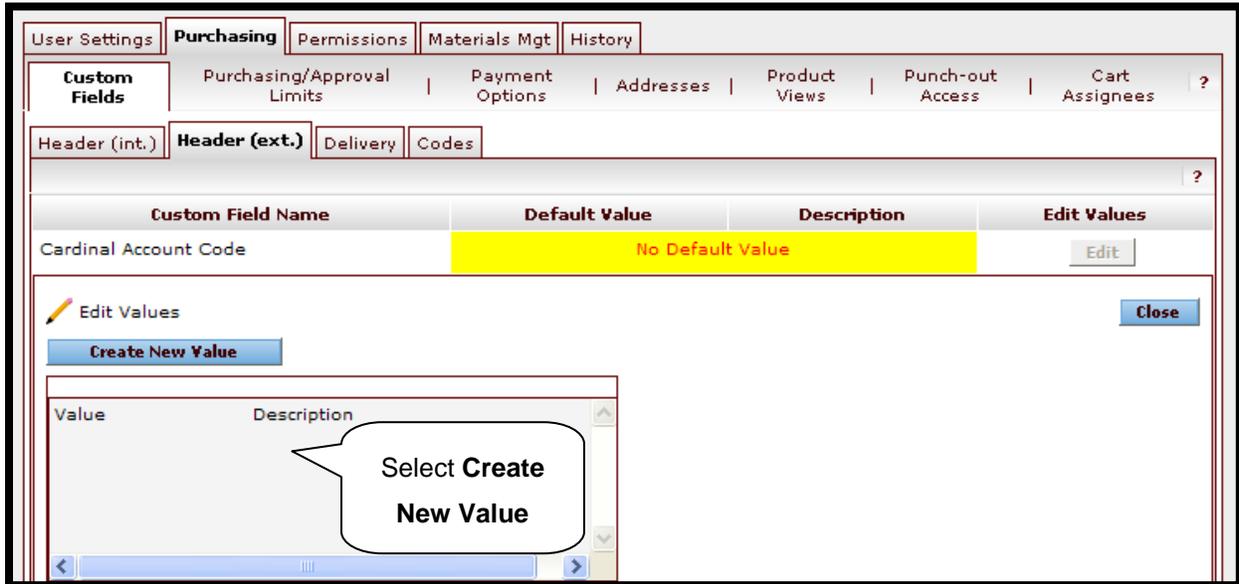
Locate the **Cardinal Account Code** under the **Purchasing > Custom Fields > Header (Ext)** sub-tab.



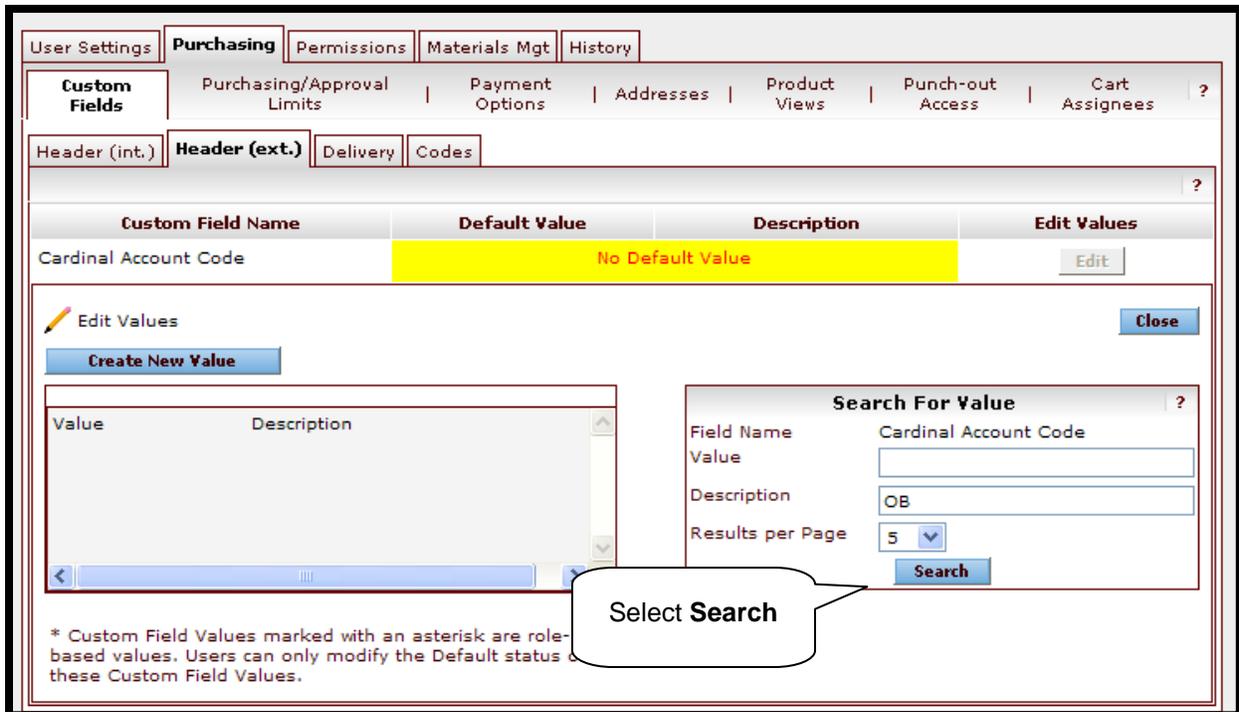
Select the **Edit** icon to the right of the **Custom Field Name** titled **Cardinal Account Code**.



Select the **Create New Value** button.



A **Search For Value** box will appear. If you know your Cardinal Account Code, enter it in the **Value** field. You can also enter a portion of the **Description** and select **Search**.



Select the appropriate Cardinal Account Code from the search results by clicking in the **Select** box and selecting **Add Values**.

The screenshot displays a web application interface for managing Custom Field Values. The top navigation bar includes tabs for User Settings, Purchasing, Permissions, Materials Mgt, and History. The main content area is divided into sections for Custom Fields, Header (int.), Header (ext.), Delivery, and Codes. A table lists Custom Field Values, with the 'Cardinal Account Code' field highlighted in yellow and labeled 'No Default Value'. Below the table is an 'Edit Values' section with a 'Create New Value' button and a search results table. The search results table has columns for 'Select', 'Value', and 'Description'. The value '21039485' is selected with a green checkmark. A callout box points to the 'Add Values' button with the text 'Select the appropriate values and select Add Values'.

Custom Field Name	Default Value	Description	Edit Values
Cardinal Account Code	No Default Value		Edit

Edit Values Close

[Create New Value](#)

Value	Description

* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.

Select	Value	Description
<input type="checkbox"/>	21034848	TX TECH UNIV OB/GYN LAB
<input type="checkbox"/>	21034956	ROBERTSON UNIT TTUHSC
<input type="checkbox"/>	21034972	MICROBIOLOGY FACULTY SUPPORT
<input checked="" type="checkbox"/>	21039485	OB/GYN
<input type="checkbox"/>	21039495	OB/GYN

[Add Values](#) [Back to Search](#)

Results per Page 5 Page 1 of 6

The value will display in the window to the left. If you are authorized to purchase on multiple Cardinal Account Codes, continue to add the values to your profile.

The screenshot shows a software interface with a top navigation bar containing 'User Settings', 'Purchasing', 'Permissions', 'Materials Mgt', and 'History'. Below this is a sub-menu with 'Custom Fields', 'Purchasing/Approval Limits', 'Payment Options', 'Addresses', 'Product Views', 'Punch-out Access', and 'Cart Assignees'. The 'Custom Fields' section is active, showing a table with columns: 'Custom Field Name', 'Default Value', 'Description', and 'Edit Values'. The entry 'Cardinal Account Code' is highlighted in yellow, with 'No Default Value' in the 'Default Value' column. Below the table is an 'Edit Values' window with a 'Create New Value' button. A search results window is open, displaying a list of values and descriptions. A callout bubble points to the search results with the text: 'The added Cardinal Ship To codes will populate here'.

Custom Field Name	Default Value	Description	Edit Values
Cardinal Account Code	No Default Value		Edit

Value	Description
21039485	OB/GYN

Results per Page: 5
Values Found 26 Page 1 of 6

Select	Value	Description
<input type="checkbox"/>	21034848	TX TECH UNIV OB/GYN LAB
<input type="checkbox"/>	21034956	ROBERTSON UNIT TTUHSC
<input type="checkbox"/>	21034972	MICROBIOLOGY FACULTY SUPPORT
<input type="checkbox"/>	21039495	OB/GYN
<input type="checkbox"/>	21039496	OB/GYN

The added Cardinal Ship To codes will populate here

Click on the value of the Cardinal Account Code that should default into every order. This can be changed during the cart review process but must match the Cardinal Account Code entered on the vendor's website when the cart is created on the Cardinal site.

User Settings | **Purchasing** | Permissions | Materials Mgt | History

Custom Fields | Purchasing/Approval Limits | Payment Options | Addresses | Product Views | Punch-out Access | Cart Assignees

Header (int.) | **Header (ext.)** | Delivery | Codes

Custom Field Name	Default Value	Description	Edit Values
Cardinal Account Code	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description
21039485	OB/GYN

Select a value to mark as the default

Results per Page: Values Found 26 | Page 1 of 6

Select	Value	Description
<input type="checkbox"/>	21034848	TX TECH UNIV OB/GYN LAB
<input type="checkbox"/>	21034956	ROBERTSON UNIT TTUHSC
<input type="checkbox"/>	21034972	MICROBIOLOGY FACULTY SUPPORT
<input type="checkbox"/>	21039495	OB/GYN
<input type="checkbox"/>	21039496	OB/GYN

Add Values | Back to Search

Select the **Default** box from the **Edit Existing Value** window and click **Save**.

User Settings | **Purchasing** | Permissions | Materials Mgt | History

Custom Fields | Purchasing/Approval Limits | Payment Options | Addresses | Product Views | Punch-out Access | Cart Assignees

Header (int.) | **Header (ext.)** | Delivery | Codes

Custom Field Name	Default Value	Description	Edit Values
Cardinal Account Code	No Default Value		Edit

Edit Values Close

Create New Value

Value	Description
21039485	OB/GYN

Select Default and click Save

Value	21039485
Description	OB/GYN
Default	<input checked="" type="checkbox"/>
Status	active

Save | Remove

The value will populate in the **Default Value** and **Description** fields in the top portion of the screen. Select **Close**.

The screenshot shows the 'Custom Fields' configuration interface. At the top, there are tabs for 'User Settings', 'Purchasing', 'Permissions', 'Materials Mgt', and 'History'. Under 'Purchasing', there are sub-tabs for 'Custom Fields', 'Purchasing/Approval Limits', 'Payment Options', 'Addresses', 'Product Views', 'Punch-out Access', and 'Cart Assignees'. The 'Custom Fields' sub-tab is active, showing a table with columns: 'Custom Field Name', 'Default Value', 'Description', and 'Edit Values'. One entry is visible: 'Cardinal Account Code' with '21039485' as the Default Value and 'OB/GYN' as the Description. An 'Edit Existing Value' dialog box is open, showing the same values in input fields. A callout bubble points to the dialog with the text: 'The Default Value and Description will populate'. Below the dialog, there are 'Save' and 'Remove' buttons. At the bottom of the screen, a note states: '* Custom Field Values marked with an asterisk are role-based values. Users can only modify the Default status of these Custom Field Values.'

You can see that your default value has been added. This will default into every Cardinal Health clinical supply order that you submit. The code can be edited during the cart review process to ensure it matches the selection made during the cart creation on the Cardinal site.

The screenshot shows the 'My Profile' page of the Texas Tech University Health Sciences Center TechBuy system. The header includes the university logo, the user name 'DENISE Sober', and options for 'profile' and 'logout'. A shopping cart icon shows '2010-06-30 PXE349 01 | 0 item(s)'. Below the header is a navigation bar with links for 'home/shop', 'favorites', 'forms', 'carts', 'history', 'settlement', 'profile', and 'more >>'. The 'Custom Fields' configuration table is visible, showing the same entry as in the previous screenshot: 'Cardinal Account Code' with '21039485' as the Default Value and 'OB/GYN' as the Description. An 'Edit' button is present in the 'Edit Values' column.

Cardinal Health Punch-Out Shopping

Once Purchasing has granted you access to Cardinal Health and you have updated your user profile with the Cardinal Account Code, you are ready to shop for clinical supplies in the Cardinal Health punch-out catalog.

Before punching-out to the catalog, verify that your current active cart is empty (refer to the Cart Management chapter for additional information).

Select the **Cardinal Health** icon from the punch-out supplier list. If you do not see the Cardinal Health punch-out, contact purchasing@ttuhsc.edu.

home/shop | favorites | forms | carts | history | settlement | profile | more >>

shop | admin | settlement

Shop Everything Go advanced search

Go to: favorites | forms | quick order Browse: suppliers | categories | contracts | chemicals

WELCOME TO TECHBUY!

Please email questions or problems to:

HSC staff support please email: purchasing@ttuhsc.edu.
Or
Call HSC-Purchasing at 806-743-7841

Action Items

- My Orders
No current nor recently completed orders

+ View Approvals *

Showcased Suppliers

Agilent Technologies
American Type Culture Collection (A...)
Applied Biosystems
BECKMAN COULTER
NEW CATALOG AUGUST 2009!
BIO-RAD
Cambridge Isotope Laboratories

Cell Signaling
Chemglass Life Sciences
Clontech
Cole-Parmer
EMD
GE Healthcare

SEKAUER
NEW ENGLAND BioLabs
Promega
Lab Supplies
QIAGEN
Roche
Worthington Biochemical Corp

Punch-out Lab Supplies

Fisher Scientific
Cardinal Health
Integrated DNA Technologies
Invitrogen
PerkinElmer
SIGMA-ALDRICH

VWR INTERNATIONAL
Laboratory Supplies

Select the Cardinal Health icon

TechBuy will take you to the Cardinal website. If you are asked to reset your password, you must close your browser and re-access Cardinal Health through TechBuy after changing the password.

Please review your Cardinal Ship-To code. This code must match the Cardinal Account Code that will be entered on your cart. Please note that the Cardinal Account Code in TechBuy will not have the leading 00 as seen in the Cardinal Health Ship-To code on the website.

The screenshot shows the Cardinal Health website interface. At the top, there is a navigation bar with the Cardinal Health logo, the text "Healthcare Supply Chain Services - Medical", and links for "Home", "Logoff", "Help", and "Contacts". Below this is a red navigation bar with links for "Shop", "Manage Orders", "Report/Tools", "Stay Current", and "Account Admin".

On the left side, there is a search and cart area. It includes fields for "Sold-To: 0010021121" and "Ship-To: 0010021121". A callout box with a speech bubble points to the "Ship-To" field, containing the text "Verify your Ship To code". Below this are fields for "Cart: 0 item(s)", "Last item:", "Select Catalog:" (set to "Physician Depot"), "Enter Search Criteria:" (with "syringes" entered), and a "Search" button with links for ">Advanced" and ">Cross Reference".

The main content area features several product listings:

- HemCon Bandage:** Uncontrolled hemorrhage is a leading cause of death, however, there's a way to keep patients stable until they can reach the operating room.
 - Made from a natural material called Chitosan
 - Controls moderate to heavy (arterial) bleeding
 - Common use: arterial bleeding, lacerations, head and neck trauma, gunshot wounds, motor vehicle trauma
 - Stops bleeding quickly
 - Reduces the need for costly transfusions
 - Provides critical time to administer care
 - Proven effective with patients on anti-coagulants
 - Provides an antibacterial barrier
- Needle-Pro® EDGE™ Manual Safety Needle and Syringe Devices:** Some of the outstanding features the Needle-Pro® EDGE™ devices provide include:
 - Safer, one-handed activation system
 - Complete color coding of safety devices, which makes needle gauge identification fast and efficient
 - "True needle length" with EDGE™ safety technology helps eliminate the extra dead space that's often present in other designs
 - Hands remain well behind the needle when the safety device clicks into place over the needle
 - Sleek, low-profile design gives clinicians an unobstructed view of the needle -- the safety device will not get in your way.
- Personalized Hand Sanitizers:** Promote your healthcare facility's commitment to fighting Hospital Acquired Infections (HAIs) by personalizing hand sanitizers with your logo.
 - 62 percent alcohol-based
 - Meets CDC guidelines and recommendations for hand hygiene in a healthcare setting

Other elements include a date "It is Monday, February 2." with a "> Read now" link, a "> Feedback" link, a "> HIPAA Privacy Policy" link, and a section titled "The following represents the diesel fuel trends used to determine the fuel surcharge rate." with a "> Average Diesel Fuel Cost/Gallon" link.

Search for items in the same manner as you normally would search and select items for purchase. Once you have added all the items you wish to purchase to your Cardinal Health shopping cart, select the cart.

The screenshot shows the Cardinal Health website interface. At the top, there is a navigation bar with links for Home, Logoff, Help, and Contacts. Below this is a red banner with navigation links: Shop, Manage Orders, Report/Tools, Stay Current, and Account Admin. The main content area is divided into several sections. On the left, there is a sidebar with search filters and a 'Cart: 5 item(s)' link. A callout box with a speech bubble points to this link, containing the text 'Select the Cart'. The main search results area shows 'Search Results' for 'syringes' with 162 items. Below the search results, there is a table of items with columns for 'Mtl #', 'Description', 'Mfr', 'Mfr #', and 'Cust Item #'. The table lists three items from Terumo Corporation. The second item, 'SS05L2025', is highlighted in yellow. To the right of the table, there are 'Add' buttons and package selection options like 'Package (100EA)' and 'Box (100EA/BX)'. At the bottom of the page, there is a footer with the page number '7-11'.

Review your cart to verify that the items listed are the items you wish to purchase. Confirm the price and availability of the items by clicking on the **Confirm Price and Availability** icon.

CardinalHealth Healthcare Supply Chain Services - Medical Home Help | Logoff Contacts

Shop Manage Orders Report/Tools Stay Current

Shopping cart

> Save as list
> Upload file
> View order history

Sold-To: 0010021121
Ship-To: 0010021121

Cart: 5 item(s)
Last Item: SS05L2025

Select Catalog:
Physician Depot

Enter Search Criteria: ?
syringes
>Advanced
>Cross Reference

Add products Edit all Clear cart Save changes Confirm price & availability

Select **Confirm Price and Availability**

Qty	UM	Material #	Customer Item #	Edit Line	Delete Line
1	2	Roll (25EA/RL)	RS374616N	Edit	<input type="checkbox"/>
Invoice Description: LINER TRASH NATURAL 37X46 HI DENSITY 16MIC ROLL 25EA/RL 10RL/CS					
2	3	Case (30EA/CS)	005448	Edit	<input type="checkbox"/>
Invoice Description: MASK FACE DISPOSABLE CHILD CLR HOOK RING					
3	3	Box (20EA/BX)	ES400-18	Edit	<input type="checkbox"/>
Invoice Description: PROBE ESOPHAGEAL TEMPERATURE					
4	1	Case (15EA/CS)	15878	Edit	<input type="checkbox"/>
Invoice Description: 96``EXP HSE PARY GSE HYGOR S HME FILT AT 2CUFFS MED ADT MSK 10`MM GSL 3L LPF BAG					
5	2	Box (100EA/BX)	SS05L2025	Edit	<input type="checkbox"/>
Invoice Description: SYRINGE HYPODERMIC SCC 20GX1IN NDL ULTRA THIN WALL LUER LOCK TIP LF TERUMO					

Add products Edit all Clear cart Save changes Confirm price & availability

After you have confirmed the prices and availability, select **Place Requisition** to bring the order back into TechBuy. If you wish to cancel the order, click on **Cancel**.

CardinalHealth Healthcare Supply Chain Services - Medical Home Help | Logoff Contacts

Shop Manage Orders Report/Tools Stay Current Account Admin

Mailbox

Confirm price, availability and shipping

> Go back
> Printer version

Ship-To Department: 0010021121
Ship-To Name: TEXAS TECH HEALTH SCIENCE
Ship-To Address: 3601 4TH S LUBBOCK TX 79415
To change this Ship-To department > Click here

View cart Save changes Cancel Place requisition

Select **Place Requisition**

Qty	UM	Material #	Customer Item #	Invoice Description	Unit Price	Ext. Price	Delete Line
1	2	Roll (25EA/RL)	RS374616N	LINER TRASH NATURAL 37X46 HI DENSITY 16MIC ROLL 25EA/RL 10RL/CS	\$4.490	\$8.98	<input type="checkbox"/>
2 Filled from Grand Prairie,TX (D041)							
2	3	Case (30EA/CS)	005448	MASK FACE DISPOSABLE CHILD CLR HOOK RING	\$50.274	\$150.82	<input type="checkbox"/>
3 Filled from Grand Prairie,TX (D041)							
3	3	Box (20EA/BX)	ES400-18	PROBE ESOPHAGEAL TEMPERATURE	\$51.197	\$153.59	<input type="checkbox"/>
3 Future Ship-02/03 from Grand Prairie,TX (D041)							
4	1	Case (15EA/CS)	15878	96``EXP HSE PARY GSE HYGOR S HME FILT AT 2CUFFS MED ADT MSK 10`MM GSL 3L LPF BAG	\$214.000	\$214.00	<input type="checkbox"/>
1 Filled from Grand Prairie,TX (D041)							

The order will now feed back into TechBuy. Follow the steps located in the Review the Cart chapter and the Complete the Cart chapter to submit the order.

The order will require a Cardinal Account Code but should automatically default if your profile is set up correctly. Please verify that the default Cardinal Account Code listed on the cart is the same as the Cardinal Ship-To code listed on the Cardinal website when the order was created.

If you fail to enter a Cardinal Account Code on the cart or you type in your Cardinal Account Code instead of selecting it through the search results, your order will fail. Initially, the order will look as if it completed successfully. You may even receive an email that the purchase order has been created. However, if the order is sent to Cardinal Health with a Cardinal Account Code issue, they will reject the order. In this case, you will receive an email from the Purchasing office to notify you.